



## New Jersey Department of Children and Families Policy Manual

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Volume:	IV	Out-of-Home Placement	
Chapter:	B	Resource Care	5-10-2010
Subchapter:	6	Management of Resource Family Homes	
Issuance:	500	<b>Worker Resource Parent Contact</b>	

### Worker Contact with the Resource Family Parent

**5-10-2010**

In order to assist the resource family parent to meet the child's needs while he or she is separated from his or her family of origin, CP&P requires the Worker to establish and maintain contact with the resource family parent on a regular, ongoing basis. The resource family parent is visited in his or her home based on the contact schedule and may have telephone contact with the Worker between visits. The Worker also makes in-person visits with resource family parents of children from out-of-state in placement in New Jersey.

The Worker and resource family parent work together as partners. During contacts with the resource family parent, the Worker is responsible for:

- Ensuring that the resource family parent continues fulfilling his/her responsibilities with regard to the child as outlined in the CP&P Form [26-81](#), Family Summary/Case Plan, for the child and his or her family and as described in [CP&P-IV-B-6-300](#), Resource Parent Responsibilities;
- Meeting with the resource family parent and the child together, to encourage discussion of relevant issues, day-to-day living, the case plan, etc.;
- Assisting the child and resource family to establish and maintain an ongoing and supportive relationship for the duration of the child's placement; (N.J.A.C. 10:122D-2.4)
- Helping the resource family parent to identify his or her role and responsibility to provide and arrange for necessary services for the child;
- "Providing advocacy and support services to all parties (including the resource family), within program and fiscal parameters; (N.J.A.C. 10:122D-2.4(a)2)"

- Consulting with the resource family parent regarding any special needs or problems the child may have, including the child's reaction following contacts with his or her parent or siblings;
- “Updating the...resource family on the progress toward achieving the case goal; (N.J.A.C. 10:122D-2.4(a)4)
- Sharing health care information concerning the child with the...resource family parents; (N.J.A.C. 10:122D-2.5(h))
- Coordinating, as appropriate, activities among school personnel, the resource family parent, and the parent;” (N.J.A.C. 10:122D-2.6(f)3)
- Encouraging the resource family parent to participate in developing and renegotiating the visitation plan;
- Considering the resource family parent's comments about the permanent plan; and
- Monitoring the resource family parent's involvement in the case plan.

The Worker documents all contacts with the resource family parent, including problems, methods for resolving problems and who is responsible, and progress made toward resolving the problems by completing a Contact Activity Note in NJ SPIRIT. See [CP&P-III-C-3-100](#), Minimum Visitation Requirements (MVR).

## **Procedures Related to Worker Contact with the Resource Family Parent 5-10-2010**

The assigned Worker proceeds as follows:

1. See the resource family parent as required by the in-person visit schedule. See [CP&P-III-C-3-100](#), Minimum Visitation Requirements (MVRs), and [CP&P-III-C-3-200](#), Worker-Parent Contact.
2. Involve the resource family parent in planning for the child, as appropriate, and share relevant information.
3. Consult with the resource family parent when developing and renegotiating the child's visitation plan, CP&P Form [26-83](#).
4. Identify with the resource family parent his or her role and responsibility for providing and arranging for services for the child.

5. Ensure that the child's needs continue to be met, and provide or arrange for advocacy and support services to the resource family parent on behalf of the child.
6. Consult with the resource family parent regarding the child's strengths, special needs, and problems.
7. Provide the resource family parent with comprehensive health and education information concerning the child.
8. Monitor the resource family parent's involvement in the case plan.
9. Update the resource family on the progress toward achieving the case goal.
10. Record all contacts with the resource family parent in a Contact Activity Note in NJS, including significant changes or problems and efforts made to resolve the problems. See Documenting MVR Schedule and Individual Visits in [CP&P-III-C-3-100](#).